



# School Fees Policy

## Statement of Faith

Our schools are communities of faith, learning and transformation founded upon the person of Jesus Christ, the Way, the Truth and the Life, where the gospel is proclaimed and lived within the communion and the rich tradition of the Catholic Church.

## Our Mission Statement—Catholic Identity

**Participate in the Evangelizing Mission of the Church within the parish community by:**

- being an active witness to the teachings of Jesus.
- participating in partnership with the Parish Priest in the Sacramental programmes.
- teaching the Religion programme of Sharing Our Story.
- through teaching and reflecting on the life of Jesus in scripture
- acknowledgement of special Feast Days.

The implementation of the Fee Policy reflects the schools commitment to the Diocesan Vision and Mission and the Vision and Mission statements of the school.

## **REFLECTIVE READINGS**

Diocesan Education Handbook.

## **AIMS / PURPOSE**

The purpose of this policy is to ensure that all families are treated fairly according to their circumstances.

This policy is to support families in their commitment with the payment of school fees.

## **POLICY**

School fees charged to families are the only source of finance available to St Mary's Parish School to pay school running costs, student educational costs, maintenance on school buildings and grounds and loan repayments.

Every effort is made to keep fee charges to a minimum while ensuring that school buildings and educational resources are adequately maintained.

It is acknowledged that many parents/carers make sacrifices to provide their children with a Catholic Education. It is also recognised that from time to time some families experience financial hardship.

As a matter of justice to all families it is important that every effort is made to collect 100% of fees.

Failure to pay school fees could lead to cancellation of a student's enrolment.

## **METHODS AND TIMING OF FEE PAYMENTS**

Fees may, by arrangement, be paid weekly, fortnightly, monthly or per term.

Facilities are in place for fees to be paid by cash, cheque, direct deposit and Centrepay.

In the event of a student being enrolled during a term, tuition and all other fees will be charged on a pro rata basis.

## **SPECIAL ARRANGEMENTS**

In some instances it may be necessary for the Principal and or Parish Priest to make special fee arrangements with families experiencing extraordinary financial hardship. Fee remissions are granted, only in exceptional circumstances, by the Parish Priest and Principal. All such arrangements must be documented and reviewed on a six monthly basis with the family concerned.

It is expected that any discussions concerning fees are kept in strictest confidence by all parties concerned.

## IMPLEMENTATION GUIDELINES

The following process enables ample time for the payment of fees.

### STEP 1

Accounts for school fees should be issued as close to the first day of term as possible on a 30 day basis (end of Week 4) unless other arrangements are in place (fortnightly, direct deposit, salary deductions etc).

An account reminder is to be sent home in Week 5 and a reminder is to be placed in the school newsletter at the end of Week 5.

### STEP 2

If payment is not received by the end of the first term of the student's enrolment at the school, the parent is to be contacted and an appointment made with the Principal to discuss an appropriate payment plan.

### STEP 3

At the commencement of the student's second term at the school, the parent/carer does not set up an appropriate payment plan and has not indicated that they are suffering from exceptional financial hardship; the debtor should be contacted by phone. A commitment should be obtained for full or partial payment or a time arranged for an interview. The arrangements should be recorded and the date for follow-up diarised.

### STEP 4

On the day scheduled for follow up, which should be the day the payment was promised or the interview scheduled, the debtor should be contacted to arrange an interview with the Principal/Parish Priest. Details of the interview are to be documented.

### STEP 5

At the day diarised, follow up should again be instigated. At this point the debtor should be informed that if payment is not made or arrangement entered into and kept, the matter will be forwarded on to the Executive Officer of the Wilcannia-Forbes Diocesan Office.

Further follow up may include cancellation of a student's enrolment.

## DEBT COLLECTION

Once a family has ceased attendance at the school and their school fee account is still in arrears, the family should be sent a letter requesting settlement of the account by a specified date (to be diarised) and if the account is not finalised by that date, it will be handed over to our debt collection agency (currently Prushka Fast Debt Recovery, Dubbo).

## RELATED POLICIES AND PROCEDURES

Enrolment policy.

## POLICY ADMINISTRATION

This policy will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

Date of Implementation	March 2014
Date of Last Review	-
Date for Next Review	December 2015